

The Event Plan A Guide

What is an event



The Encarta dictionary describes it as an organised occasion such as a social function or sports competition.

An event plan provides structure to the planning process, it ensures that all relevant matters are recorded, considered and addressed in a logical sequence.

The event plan provides a central point of reference to those persons required to implement, oversee or review the event.

Could some one unfamiliar with the event understand things just by reading your plan.

Elements of an event plan include

- Information
- Intention
- Method
- Administration
- Communication
- Evaluation
- Appendices



There are a number of formats that can be applied to the planning process this is just one version. It is based around a police method of planning.



Information

The 'information' part of the Plan relates to what the event is all about, for example, a carnival, road or cycle race or parade.

The information given should include:-

- Who is organising the event
- The nature of the event
- Time, date and duration of the event, whether the event is licensed, and if so, the licence duration
- Details of the venue / route - the exact details can be more fully recorded in the traffic management plan.

information should include:-

- Lawful basis i.e. under authority of a road closure order
- The number of people expected as participants and audience and the nature of the crowd
- How people will arrive (coach, car, train or on foot etc)
- Staffing organised e.g. organisers, stewards/ marshals, car park attendants, first aiders, other organisations etc.
- Any other information specific to the event / location which staff / other agencies would need to know in order to carry out their roles

List the attendant documents/ plans that should form later appendices
Suggested appendices are expanded upon later on.

Intention

The intention sets out the purpose(s) or objectives of the event, examples could include:-

- To provide a safe and lawful event
- To provide a community event to the Town
- To raise money for charity
- To minimise disruption to the uninvolved and travelling public
- To return to normality as soon after the event as possible

Like the risk assessment recording the intentions and referring back to them during the planning will help focus peoples ideas and efforts.

Method

- **Describes how the event will run. The management of the participants and spectators, toilets, refreshments, location of the event control etc.**
- **It sets out the actions undertaken to achieve the stated intentions.**
- **List the main highlights of the plan, the method will have been agreed at planning meetings and will include:-**
- **Sequence of events**
Identify the sequence of events with timings, it will help identify how individual roles integrate with the overall plan.
- **Resourcing**
To make a decision regarding resourcing, you will usually need to draw on the experience gained through previous / similar events.

**In the sequence it can be useful to describe the event in three parts:-
Before the event, during the event and after the event.**

- **Who will brief the staff**
- **Times staff will be deployed**
- **The method should record how the things that all staff need to know will happen. More detailed points can be recorded on individual briefing sheet.**

Many of the broad points recorded here will be detailed in the appendices.

Administration

Points to be covered include:-

- **Time and location of start / briefing**
- **Safety measures – safe methods/ safe equipment / safe clothing**
- **Refreshments / meals for staff**
- **Welfare arrangements for staff**



- **Details of post event debriefing**

Briefings are an essential ingredient of a successful plan. Great care should be taken about briefing arrangements to ensure that clear instructions are given and understood by

all concerned.

It is good practise that all those taking part have a copy of the plans before the event to allow them to read and understand at their leisure it speeds up the briefing on the day.

Communication

**With staff / other agencies involved
Radios or mobile phones
(consider the need for pre training)**



**With event participants and spectators
Public address, loud hailers, verbal, signage**

**With local residents and the uninformed
Press releases, local radio/ TV, leaflet drops, advance signage**

**Test the communications before the event,
have you contingencies in the event of a failure
in the main methods of communication.**



If radios are used consider call signs to indicate role/ location.

During major incidents the experience is that the mobile phone service becomes overloaded so is there a fixed landline number available.

Evaluation / Debriefing

A key part of all events is a structured and effective debriefing process

**It will identify strengths, weaknesses
any developmental needs and will
inform the planning of the next event.**



**Hot debrief at the end of the event
To ensure that anything requiring
immediate action is carried out.**

A subsequent meeting whilst the event is fresh in everyone's mind

What went well, what didn't, what can be done better.

Give those that cannot attend a chance to send in their views invite other agencies that took part also to provide input.

Record the findings and amend your plans accordingly.

Appendices

- **Risk assessments**
- **Command and Control arrangements**
- **Staff roles and responsibilities**
- **Programme of event**
- **Stewards/ Marshalls briefings**
- **Medical / first aid plan**
- **Emergency / Contingency plan**
- **Traffic Management Plan**
- **Maps / diagrams**
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Risk assessments



If you are a small event and confident that you understand what's involved you can do the assessment yourself, you don't need a health and safety expert.

You are not expected to eliminate all risks, but you are required to protect people as far as 'reasonably practicable.' Risk assessments are expanded upon in a separate document.

Command and Control

- **Easiest shown in chart form**
- **It should detail the line management, responsibilities and methods of contact.**
- **Who is overall in charge of the event who is the chief safety officer.**
- **What is your communication method to control the event.**

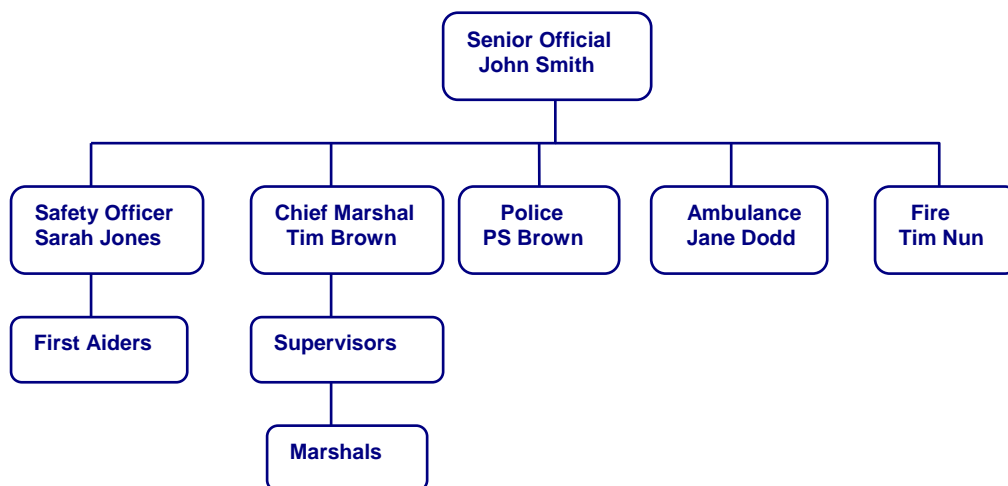


A critical situation is not the time to identify a misunderstanding or gap in roles and responsibilities. Who's in charge of what and how are you all going to communicate with each other.



It should include the details of outside agencies such as Police / St Johns Ambulance / Raynet etc. Individual positions must have names attached to them. Who will deputise if required.

Below is a simple example of how the chart could look



Staff roles and responsibilities

Staffing List
Event Name ___ Date _____

Unit	Officer	Start	Brief	Meal	Stand Down	Off duty
APOC (Silver)	C/I D Jones	1000	1100	L/D	TBC	
Shadowing	AC/I Fred Bun	1000	1100	L/D	TBC	
IPOC (Bronze)	Insp Ian White	1000	1100	L/D	TBC	
Tac Advisor	PS Tom West	1000	1100	L/D	TBC	
Control	PC Silkinton	1200		D		0000
Control	Cont. McRay	1200		D		0000
Logistics	PS Steve Mart	1000	1100	L/D	TBC	
	Insp Jenkins	1400		D		
FSU	APS Conman	1600	1700	D	2300	0000
FSU	PC Rowling	"	"	D		
FSU	PC Button	"	"	D		
FSU	PC Couch	"	"	D		
FSU	PC Godling	"	"	D		
FSU	PC Buming	"	"	D		
FSU	PS Hart	"	"	D		
RPU	C/I Mark	0900	1130			
RPU	PC Brown	0900	1130			
RPU	PC Bales	2130	2400			
RPU	PC Edgecombe	2130	2400			
MAST HC01A	PS Alison	1000	1100	L	1800	1900
MAST HC01A	PC Collins	"	"	L		
MAST HC01A	PC Dank	"	"	L		
MAST HC01A	PC Maidment	"	"	L		
MAST HC01A	PC White	"	"	L		
MAST HC01A	PC Stelling	"	"	L Duty strength		
MAST HC01A	PC Pitter	"	"	L		
MAST HC01B	PS Conlan	1600	1700	D	2300	0000
MAST HC01B	PC Osmin	"	"	D		
MAST HC01B	PC Silly	"	"	D		
MAST HC01B	PC Brck	"	"	D		
MAST HC01B	PC Willing	"	"	D		

This can simply be laid out in columns and include the names of the staff, roles times of start / deployments / meals / finish and contact details.

Programme of events

To include the set up and breakdown of the event and the public programme, you need to make sure that staff are familiar with the details and ideally have a copy of the programme.

Stewards and Marshalls



Detailed information concerning stewards and marshals is recorded in an accompanying document

Medical / First Aid Provision

Carry out a medical risk assessment and consider:-

- the activities to include the presence of alcohol





- **the numbers, types and age groups attending**
- **accesses and egress**
- **the site and structures**
- **escapes and site capacities**
- **disabled, elderly and children**
- **factors affecting risk of fire such as special effects etc**
- **Environmental Health Issues**
- **Health, Safety and Welfare issues**

Define plans, roles and responsibilities for:-

- **The normal management of the event**
- **Action to be taken in an emergency**
- **How medical Services are involved in the decision making process**
- **A joint 'gridded' plan to be used by all on site personnel.**

Examine the medical provisions required:-

**Doctors / Paramedics / Ambulance staff / Nurses / First Aid Personnel
Ambulances / Field Hospitals / First Aid Rooms / First Aid Posts**

Decide where to source the medical provisions

**Remember: Medical provision for the event should not rely upon the
NORMAL '999' Service**

**The Good Practise Safety Guide (Red Guide) for small and sporting
events taking place on the highway, roads and public places**

Emergency / Contingency Plans

There can be events that can overwhelm your event, large or small, that could cause large numbers of casualties. The key to Planning is the Risk Assessment. You must try to consider and assess the likely and unlikely event.

You should consider the planning and management for emergency situations which require resources beyond the norm as part of your risk assessment

Examples could include

- Event cancellation
- Extreme weather
- Fatality
- Procedure for stopping the event.
- Attendance and management of the emergency services to an incident
- Evacuation procedures
- Crowd Control



Traffic management Plan

Expanded upon in a later document the plan will help to keep the event

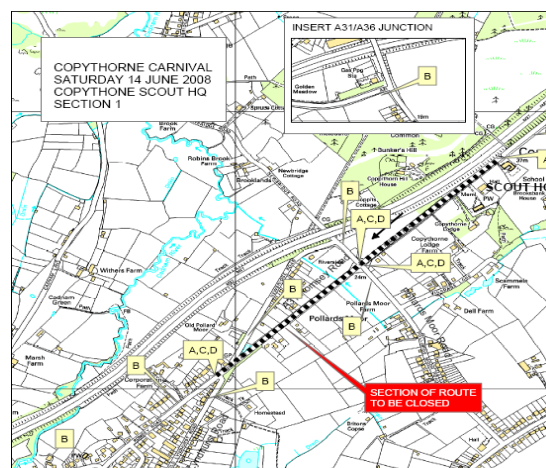
- Safe,
- Lawful
- Least disruptive to normal life



Maps/ Plans

A good map, plan or photograph is invaluable.

The larger the event the More detailed the map for a Smaller event it could be a





photocopied map that has been annotated